



State of Tennessee Department of Children's Services New/Revised Policies and Updates

TO: All Department of Children's Services Employees
FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development
DATE: February 19, 2008

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies, deletion of policies, etc. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

If there are questions or if other information needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

Please note: Policies and forms are linked on this list for ease of access. If links do not work properly, please go to the policies or forms web pages to access documents.

*** Policies revised to update policy into new document format; update employee titles (i.e., from "Assistant Commissioner" to Executive Director", etc. and other DCS titles as necessary); obtain the current commissioner's signature (i.e., we have several policies with former Commissioner's approval signatures, etc.); update applicable TCA Codes; DCS best practice, COA, ACA standards and forms, and add purpose statement.**

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
1.	12.12	Referrals, Transfers, Placement Termination and Reclassification for DCS Group Homes	12	03/15/08	CS-0206, Authorization for Routine Health Services for Minors CS-0230, Staffing Summary CS-0309, Notification of Program Transfer CS-0476, Notification of Change of Circumstances CS-0747, Child and Family Team Meeting Summary

*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).

***If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
Summary of Revisions for 12.12: Supersedes DCS 12.12, 04/01/05; 18.33, 01/01/04; 18.33 deleted. Requires <u>Major Policy Review</u> for applicable staff. Policy will be placed in the PREVIEW folder for thirty (30) days prior to its effective date for review/training as applicable.					
2.	*18.26	<u>Quarterly Reports for YDCs and Group Homes</u>	18	03/01/08	None
Summary of Revisions for 18.26: Supersedes DCS 1.6, 06/01/05; <u>Policy re-numbered 18.26 and moved under Chapter 18.</u> Requires minor policy review for applicable staff.					
3.	*18.27	<u>Use of Adult Inmate Labor at Youth Development Centers</u>	18	03/01/08	None
Summary of Revisions for 18.27: Supersedes DCS 1.22, 04/01/05; <u>Policy re-numbered 18.27 and moved under Chapter 18.</u> Requires minor policy review for applicable staff.					
4.	*26.4	<u>Telephone Privileges for Youth in DCS Group Homes</u>	26	03/01/08	<u>CS-0111, Approved Contact List</u> <u>CS-0327, Youth Telephone Log</u>
Summary of Revisions for 26.4: Supersedes DCS 26.4, 12/01/02; Form CS-0111 revised. Requires minor policy review for applicable staff.					
5.	*26.5	<u>Visitation and Visitor Control for Youth in DCS Group Homes</u>			
Summary of Revisions for 26.5: Supersedes DCS 26.5, 12/01/02. Form CS-0111 revised. Requires minor policy review for applicable staff.					

*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or “word-smithing” and does not impact current practice or process).

***If forms are copied and stocked for use, always check the “Forms” Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.